Books24x7® On the iPad

A quick guide to using Books24x7 on the iPad

Books24x7® is easily accessible from your iPad. You can search, browse, read, annotate and organize resources on the iPad by launching the Books24x7 site via Apple's embedded Safari® browser.

Easy to access

- You must log into SATERN and launch Books24x7 on your PC at least once prior to accessing Books24x7 from your iPad.
- You must create a specific Books24x7 password by clicking on the Account Info tab and selecting 'User Information' in the Books24x7 application. It is also recommended to add your email address to your Books24x7 account information.
- Note your Books24x7 Username information from the 'User Information' page.

- Go to http://www.books24x7.com using your iPad.
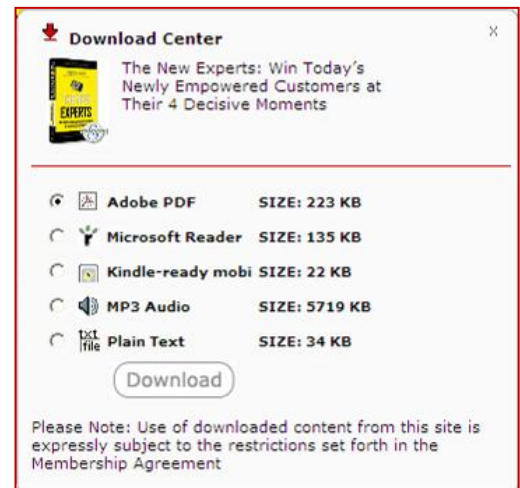- Login using your Books24x7 username.

Navigating Books24x7 on your iPad is the same as on your computer, with a few key differences:
- PDFs can be viewed on the iPad but cannot currently be downloaded (direct downloading of files from a website for local storage and access is generally not supported on the iPad).
- Viewing MP4 video or listening to MP3 audio can be achieved in two ways. Either by accessing the MP3 or MP4 directly on the iPad, or by syncing the files from your computer to the iPad via iTunes®. Adobe® Flash® is not supported by the iPad.

Viewing PDFs on your iPad
You may be able to view the PDF for a title ("Save as" file downloads are generally not supported on the iPad).

1. Select a title by searching, browsing or following a link in a folder or email message.
2. Click on the title words or cover image to access the title.
3. From any title page you can click on the download tool to open the Download Center without leaving the page.
4. From the iPad select Adobe PDF from the Download Center and click "Download".
5. The PDF file will open in the browser window.
6. After you are finished, hit the browser back button to return to the Books24x7 site.

Viewing EPUB on your iPad
Depending upon your subscription, you may be able to download a chapter in EPUB format on the iPad or transfer an EPUB file from your PC to the iPad. Several e-Reader applications such as iBooks and Stanza are free applications available for download from Apple app's store.

View by downloading the EPUB file:
1. From any page of the title, click the download tool to display the Download Center, which contains various file options.
2. Select the "ePUB" format and click "Download".
3. The Safari browser on the iPad will automatically launch Stanza and download the book.

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View by syncing the EPUB file to your iPad:

1. From any page of the title, click the download tool to display the Download Center, which contains various file options.
2. Save the EPUB file to your computer desktop.
3. Open iTunes on your computer.
4. On the iTunes page, under the FILE menu, select 'Add File to Library' or 'Add Folder to Library'. Select the file/folder to which you downloaded the files. Your EPUB files should appear in the Books library under Library.
5. Using the cable in the iPad package, connect your iPad to the USB port on your computer.
6. Select the Books tab, check the "Sync Books" box and choose whether you would like to sync "All book" or "Selected books". Click the Apply and then Sync buttons.
7. Launch iBooks on your iPad to browse your downloaded EPUB chapters.

Listening to audio on your iPad

MP3 audio files are available for some books in the BusinessPro collection. You can listen to MP3 on your iPad by downloading it, or transferring the MP3 file from your PC to the iPad. Instructions on how to perform both methods are shown below.

Listen by accessing the MP3:

1. From any page of the title, click the download tool to display the Download Center, which contains various file options.
2. Select "MP3 Audio" and click "Download".
3. The audio will then play. You can pause or move forward or backward using the audio control bar on the iPad screen. You must be connected to the internet for the duration of the audio playing time.
4. After listening, click the back browser button to return to the Books24x7 site.

Listen by syncing the MP3 from your computer to your iPad:

1. Login to Books24x7 from your computer (not your iPad) and locate the book title.
2. From any page of the title, click on the download tool to open the Download Center without leaving the page.
3. Save the MP3 audio file (if available) to your PC desktop.
4. Open iTunes on your computer.
5. On the iTunes page, under the FILE menu, select 'Add File to Library' or 'Add Folder to Library'. Select the file/folder to which you downloaded the files.
6. From the FILE menu, you can create a specific 'Playlist' for your Books24x7 files.
7. Click and drag the Books24x7 files from your Library Playlist to the Books24x7 Playlist.
8. Using the cable in the iPad package, connect your iPad to the USB port on your PC.
9. Sync the files from your Books24x7 Playlist to your iPad.
10. Open the iPod icon on your iPad. The audio files will appear in your Recently Added folder.

Viewing videos on your iPad

MP4 video is available through the Leadership Development Channel. Viewing a video requires downloading the MP4 or porting the MP4 file from your PC to the iPad. Instructions on how to perform both methods are shown below. (Note that Flash is not supported on the iPad)

View video by accessing the MP4:

1. From the launch page of the video asset, click "MP4 Video Download".

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2. The video will then play. You can pause or move forward or backward using the video control bar at the bottom of the iPad screen. You must be connected to the internet for the duration of the video playing time.

3. After watching, click the back browser button ◀ to return to the Books24x7 site.

View video offline by syncing the MP4 from your PC to your iPad:
8. From a computer, search for the video asset.
9. Click on the title to access the table of contents page.
10. From the Play Options select MP4 download if available.
11. Save the MP4 audio file to your computer desktop.
12. Open iTunes on your computer.
13. On the iTunes page, under the FILE menu, select 'Add File to Library' or 'Add Folder to Library'. Select the file/folder to which you downloaded the files.
14. From the FILE menu, you can create a specific 'Playlist' for your Books24x7 files.
15. Click and drag the Books24x7 files from your "Movies" library to the Books24x7 Playlist.
16. Using the cable in the iPad package, connect your iPad to the USB port on your computer.
17. Synch the files from your Books24x7 Playlist to your iPad.
18. Open the Videos feature on your iPad. The video files will display.

Adding the Books24x7 icon shortcut to your iPad

Installing a shortcut to Books24x7 on your iPad desktop is very straightforward. Follow these quick steps for adding a Books24x7 icon to your home screen:
1. Open a new Safari browser on your iPad.
2. Enter the URL you use to gain access to the Books24x7 (http://www.books24x7.com).
3. Once the Books24x7 Login page appears, hit the "+" button at the bottom of the browser page.
4. Click "Add to Home Screen".
5. You will be asked to accept or rename the label "Books24x7", and you will be able to preview the graphic which will display. Click Add.
6. The shortcut -- which will look just like an App button -- will be added to your home screen(s) at the next available spot (it may appear on a second or third screen depending upon how many apps and shortcuts you already have).